

## MoSTEP SAMPLE SITE VISIT SCHEDULE

### **Saturday**

#### **3:00 to 5:00 p.m. Initial Team Meeting**

Team members meet at the designated hotel for introductions, orientation to the site visit procedures and the site visit schedule, review of the standards and rubrics, and to begin the process of reviewing data and other information provided by the institution.

#### **6:00 to 8:00 p.m. Team Dinner**

### **Sunday**

#### **9:00 a.m. to 4:00 p.m. Examination of Documents in Exhibit Room**

Team members continue to explore the documentation available in the exhibit room, especially relevant to the issues related to their assigned standards and programs. This will include assessment data, syllabi, faculty vitae, minutes of meetings, and survey data. In the process, team members should be developing additional questions for interviews on Monday and Tuesday.

#### **6:00 to 7:30 p.m. Dinner with Institutional Representatives or Poster Session**

If the institution hosts a dinner, team members will be introduced to faculty members, administrators and other stakeholders, and the team chair will give a brief overview of the site visit process. Unit representatives also will be introduced, and a brief program regarding the unit and the institution may be presented.

If a “poster session” is scheduled, team members will have the opportunity to interact with faculty and students who present displays of specialty groups, programs, or other projects related to professional education. This activity might be scheduled as a “reception” prior to a dinner, or it might be a “working dinner” for the team.

#### **8:00 to 10:00 p.m. Team Meeting at Hotel**

Team members will discuss initial findings and ratings for standards and programs, identifying areas of limited evidence and questions still to be answered. After this, team members may continue their review of documentation brought from the on-campus work room.

### **Monday**

#### **8:00 a.m to 4:30 p.m. Interviews and Additional Data Gathering**

Team members will alternate their time between interviewing faculty, administrators and students, PK-12 staff and other stakeholders and continuing to examine the available documentation throughout the day.

#### **5:30 to 7:00 p.m. Team Dinner**

#### **7:00 to 10:00 p.m. Team Work Session**

Team members will review findings from the day’s work, especially those that have influenced their perceptions about their assigned standards and programs. The meeting should focus on concerns that remain or have emerged about each standard or program and additional information needed by the team.

## **Tuesday**

### **8:00 to 12:00 Continued Data Collection**

Team members will again alternate interviewing individuals or groups with other information gathering activities. On this day, also, any off-campus visits will occur (i.e., to satellite programs and/or field-placement sites).

### **12:00 noon to 1:00 p.m. Lunch**

### **1:00 to 4:30 Additional Interviews as Needed**

Team members will conduct additional interviews as needed of specific faculty members or program/area leaders, as well as students and other stakeholders. When not involved in such interviews, team members should be finalizing their data collection and/or be working on their reports.

### **5:30 to 7:00 p.m. Team Dinner**

### **7:00 to 10:00 p.m. Team Work Session**

Team members meet to make a final determination relevant to the rating of each standard and program reviewed, as well as to discuss any strengths or weaknesses to be cited in the report. Once this is completed and the team has reached a consensus judgment regarding each standard and program, the team members will continue writing their individual reports, with rationales and recommended disposition. *These final reports are due by Wednesday, 9:00 a.m.*

## **Wednesday**

### **9:00 to 11:00 a.m. Team Work Session**

Team members arrive at the morning meeting with enough copies of each of their program/standard reports for each team member, including the chair and the DESE representative. During the meeting members read aloud their final reports for the entire team. This activity is intended to provide editing and proofreading for the various report sections. It also allows team members to evaluate again their decisions and recommendations relevant to each standard and program reviewed. Any changes, major or minor, are recorded by the team chair, who is responsible for correcting the draft report based on the meeting notes. *Each team member is responsible for submitting to the DESE representative one paper copy and one electronic copy (on the 3½-inch diskette provided) of his/her report sections before leaving the Wednesday morning team meeting.*

### **11:00 Site Team Members Depart**

Once the report has been edited and proofread, and when the members have submitted their reports to the DESE representative, they are free to leave the site for home.

### **11:30 Exit Meeting**

The Site Team chair and the DESE representative meet with the Unit head and the institution's leadership to give them a summary of the team's findings and to give them the process and time line for completion, review, rejoinder to, and submission of the final program approval report.